



GOVERNMENT PERSONAL PROPERTY ACKNOWLEDGEMENT FORM

Laboratory Policy P821 states that Government Personal Property includes all property, except real estate and supporting infrastructure that is owned by or leased to the federal government, or acquired by the Laboratory under the terms of the Prime Contract. This includes property provided to or acquired by a Laboratory subcontractor using government funds. Personal property includes, but is not limited to: telephones, pagers, computers, fax machines, cell phones, electronics, special equipment, government vehicles, tools, materials and supplies.

Per P821, Section 4.9, the responsibilities for Laboratory Workers include:

- Safely and appropriately using government personal property.
- Signing Property Accountability Statements (accessible in MyLANL) for assigned barcoded government personal property, including when new government personal property is assigned to him/her.
- Knowing the location and condition of assigned barcoded government personal property and making it available for inventory and inspection.
- Reporting in advance any change in barcoded government personal property assignment or location to his/her Property Specialist.
- Acquiring proper documentation before transporting or shipping government personal property from its assigned location.
- Reporting any unneeded government personal property to their organization's Property Specialist or if the government personal property is not safe for public release reporting it to their organization's Waste Management Coordinator.
- Ensuring that assigned government personal property is safeguarded, and contacting his/her manager immediately upon discovering problems in a storage area.
- Notifying his/her manager and Property Specialist before dismantling or cannibalizing any government personal property.
- Protecting all government personal property, assigned or otherwise, from loss, damage, destruction, or theft and reporting via lostproperty@lanl.gov, immediately if any of these instances do occur.
- Proper and timely reporting of government personal property that is recovered or relocated via lostproperty@lanl.gov.

Failure to adhere to Laboratory requirements and procedures for managing government personal property may result in disciplinary action up to, and including, termination.

INSPECTIONS AND SEARCHES

The Laboratory reserves the right to inspect and search vehicles, persons, and personal items entering and leaving any Laboratory area, including leased facilities.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES WITH REGARDS TO GOVERNMENT PERSONAL PROPERTY.

Employee's Name	Z Number
Employee's Signature	Date